

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Reason for Submission		3. Service		4. Employing Office Location		5. Duty Station		1. Agency Position No.	
Redescription <input checked="" type="checkbox"/> New Reestablishment <input type="checkbox"/> Other		Hdqtrs. <input type="checkbox"/> Field <input checked="" type="checkbox"/>		ORLANDO, FL		ORLANDO, FL		NL10580	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act		8. Financial Statements Required		9. Subject to IA Action		6. OPM Certification No.	
		<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		<input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
		10. Position Status		11. Position Is:		12. Sensitivity		13. Competitive Level Code	
		<input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		<input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		<input type="checkbox"/> 1- Non-Sensitive <input checked="" type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> 4- Special Sensitive		13-58	
								14. Agency Use	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. U.S. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review									
d. First Level Review		PROJECT DIRECTOR		GS		0301		13 BP 7/2/97	
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, appointee)					
18. Department, Agency, or Establishment		c. Third Subdivision		Various PM					
DEPARTMENT OF THE ARMY (DA)		d. Fourth Subdivision							
a. First Subdivision		US ARMY MATERIEL COMMAND (AMC)		e. Fifth Subdivision					
b. Second Subdivision		SIMULATION, TRAINING & INSTRUMENTATION COMMAND		Signature of Employee (optional)					
Employee Review—This is an accurate statement of the major duties and responsibilities of my position.									
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.									
a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)							
PATRICK G. SPANGLER, DPM CATT									
Signature		Date		Signature		Date			
Patrick G. Spangler		6/20/97							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position		USOPM PCS FOR MISC ADMIN & PROGRAM SERI		GS-301, JAN 79; MGMT & PROGRAM ANALYSIS		GS-343, AUG 90; ADMIN ANALYSIS GRADE	
Typed Name and Title of Official Taking Action				EVALUATION GUIDE, AUG 90					
JAMES M. SKURKA, DEPUTY OF THE COMMANDER									
Signature		Date		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
James M. Skurka		7/2/97							
23. Position Review		INITIALS		DATE		INITIALS		DATE	
a. Employee (optional)									
b. Supervisor									
c. Classifier									
24. Remarks									
POSITION IS AT THE FULL PERFORMANCE LEVEL									
BUS: 7777									
25. Description of Major Duties and Responsibilities (See Attached)									

INTRODUCTION

Position is located in the Office of the Project Manager, Combined Arms Tactical Trainer (PM CATT) of the Simulation, Training and Instrumentation Command (STRICOM), a Major Subordinate Command of the Army Materiel Command. The incumbent serves as a Project Director of a Matrix Team with responsibility for management of assigned program(s). Incumbent is responsible for planning, coordinating, and controlling the concept formulation, design, development, acquisition, test, and initial sustainment of combined arms collective training systems.

MAJOR DUTIES

1. Performs life cycle planning, management, and direction of assigned projects. Program plans are based on a comprehensive analysis of the requirements. Translates requirements into discrete, attainable objectives, establishes goals and milestones for tasks in support of the major project objectives. Makes decisions involving cost, schedule, and technical performance and trade-offs within the general guidance of the PM/DPM CATT with additional coordination guidance by a CATT Senior PD/APM. Represents management in briefings and meetings associated with user representatives and the contractors. Prepares and presents program status reviews to PM CATT, senior STRICOM management, and higher headquarters. (30%)
 2. Plans, directs, organizes, controls, coordinates, reviews and approves the efforts of project support team which includes engineering, logistics and support personnel. Directs the activities of contract negotiators, contract analysts, and contract support personnel assigned to the project, which requires application of knowledge of Defense procurement process and Defense Acquisition Regulations as they impact the assigned project. The project team may consist of government and support service personnel. Serves as the final point of authority to all team members, contractors and other participants on assigned projects. Maintains project responsibility for resolving divergent viewpoints and for making critical decisions. Identifies improvements to established program management processes and procedures. Established goals and milestones for tasks in support of the project goals. Incumbent will provide input to management to support the intermediate performance rating of the support personnel assigned to the project. (35%)
 3. Performs financial management and control of assigned projects, requiring application of knowledge the DoD Planning, Programming and Budgeting cycle for program funds, budgeting and management as well as knowledge of contractor financial management. Directs the activities of the program and cost analysts assigned to the project. (20%)
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4. Organizes and leads teams of selected disciplines to participate in contractor evaluation/ monitoring. Responsible for determining program status to include system design compliance to specification requirements, adherence to contractor schedule, financial control and supportability. The incumbent may be required to lead a team of experts which will investigate a potential contractor's capability to perform under a proposed contract. (15%)

Performs other duties as assigned.

FACTOR 1 KNOWLEDGE REQUIRED

- Incumbent must possess expert knowledge of materiel acquisition
- Incumbent must possess a high degree of skill in program management
- Incumbent must possess a high degree of skill in problem identification and analysis techniques/ reasoning.
- Incumbent must possess a high degree of skill in both oral and written communications.
- Incumbent must possess a high degree of skill in leadership of acquisition teams.
- Incumbent must have knowledge of, and a high degree of skill in applying, acquisition regulations and directives.
- Incumbent must have knowledge of Advance Distributed Simulation systems or networked systems that use Distributed Interactive Simulation (DIS) technology or are designed to comply with the evolving DoD High Level Architecture (HLA).

FACTOR 2 - SUPERVISORY CONTROLS

General supervision is provided by PM/DPM, or Senior PD/Assistant Project Manager (APM) who (1) assigns acquisition programs identifying goals to be achieved; and (2) relies on incumbent to plan, forecast, schedule and execute the actions necessary to achieve program objectives. Incumbent is expected to utilize ingenuity, initiative and resourcefulness in developing strategies and in managing the direction. Integrating and control of all essential program elements consistent with the acquisition plan. Work is reviewed for accomplishment of milestones, ability to stay within funding limitations and adequacy of the end product.

FACTOR 3 - GUIDELINES

Guidelines consist of policies/regulations pertaining to the management of research, development and acquisition of Army

items. As a Project Director responsible for execution of assigned projects, the incumbent exercises judgment and discretion in interpreting and implementing existing policy. Advises management of issues requiring management action to revise or waive current policies or regulations. Provides guidance for use by others within or outside the PM Office as it pertains to RDT&E/Procurement Program Management and materiel Acquisition activities.

FACTOR 4 - COMPLEXITY

The assignment is characterized by highly technical development projects, some costing in excess of \$20 million RDT&E and \$20 million procurement. Since projects typically are part of the broader Combined Arms Tactical Trainer initiative which has OSD interest, program management issues often require interface at that level. The incumbent leads acquisition teams comprised of technical disciplines and develops simulation systems of high dollar value and congressional interest.

FACTOR 5 - SCOPE AND EFFECT

The employee serves as a Project Director with complete responsibility and authority for the management of assigned projects for the development and/or procurement assigned system(s). The simulations are typically fielded Army-wide and impact on the training of Commanders and Staffs from Battalion and above levels. Training provided by use of these simulations effects the readiness of the Army (Active Army and Reserves) to accomplish its missions worldwide.

FACTOR 6 - PERSONAL CONTRACTS

Regular and recurring contacts include officials within DA, DoD and contractors in structures and unstructured settings.

FACTOR 7- PURPOSE OF CONTACTS

Contacts are for the purpose of program approval/coordination and monitoring of contractor performance. Incumbent will represent PM CATT to all levels in management regarding program planning, funding and execution, as well as cooperative efforts among other Services and DoD agencies.

FACTOR 8 - PHYSICAL DEMANDS

Work is primarily sedentary.

FACTOR 9 - WORK ENVIRONMENT

Work is performed primarily in an office setting.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 11 10090001

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."